HMIS 101:

This training is designed for students new to HMIS or those who use HMIS infrequently. This training meets the requirement for becoming an HMIS User.

This introductory training provides a broad overview of user responsibilities including the Washington State HMIS Consent Law and system security protocols. Students will learn how HMIS is organized and how to complete basic data entry tasks, such as: searching for a client, adding a new client, program entry and exit and adding services.

HMIS 101 'Mini' Webinar:

This training is designed for students new to HMIS or those who use HMIS infrequently. New HMIS Users may take this training in order to gain initial HMIS access and to refresh your HMIS data entry skills. However, to meet all training requirements, the student must follow up by attending the next HMIS 101 training class in their area.

This training provides a condensed version of HMIS 101 data entry processes via GoToMeeting. Students must have a computer/laptop with internet connectivity to attend. An email with a link will be sent to registrants for access to the webinar.

HMIS Reports:

This training is designed for intermediate to advanced HMIS users. Students must have completed HMIS 101, frequently use HMIS and be approved by the instructor to attend.

This training provides instruction on how to run/export management reports, as well as, in-depth instruction on how to run, modify and build basic Ad Hoc Reports in HMIS. Topics included are: snapshot management, consolidating or moving households, merging/correcting program groups and the use of search pages. This training is designed to include a higher proportion of student interaction and will require 'real time' data problem solving scenarios provided by the student. Students must come prepared to use their own agency data to format an Ad Hoc report.

HMIS Data Quality Workshop:

Students must have completed HMIS 101 to attend.

This workshop provides a step by step explanation of the Homeless System Performance Measures Report and how it connects to front end HMIS data entry. The client data you enter into HMIS matters for your agency, your community and Washington State. Students will leave this workshop understanding how performance is measured using HMIS and how to improve their data quality.

Recent changes: HMIS 201 topics are covered in the Reports training.

HMIS Training Schedule - 2nd Qtr.

Date	Time	Training Name	Instructor	Location *(links open Google Maps)*
Thursday June 4th, 2015	10:00am – 3:00pm	HMIS 101 **This class is FULL**	Maylee Stevenson Maylee.stevenson@commerce.wa.gov	**Cowlitz PUD** 961 12th Avenue **Longview, WA 98632**
Tuesday June 9, 2015	8:30am – 12:00pm	HMIS Reports	Jennifer Garrett Jennifer.garrett@commerce.wa.gov	**Dept. of Commerce** 1011 SE Plum St **Olympia, WA**
Thursday June 11, 2015	9:00am – 2:00pm	HMIS 101	Maylee Stevenson Maylee.stevenson@commerce.wa.gov	**Dept. of Commerce** 1011 SE Plum St **Olympia, WA**
Wednesday June 17, 2015	10:00am – 11:30am	HMIS 101 'Mini' Webinar	Jennifer Garrett Jennifer.garrett@commerce.wa.gov	**Via Go To Webinar**
Friday June 19th, 2015	9:30am-3:00pm	HMIS 101	Maylee Stevenson Maylee.stevenson@commerce.wa.gov	Updated!**Goodwill Administrative Office** 130 E 3rd Ave **Spokane, WA**
Thursday June 25th, 2015	9:30am-3:00pm	HMIS 101	Maylee Stevenson Maylee.stevenson@commerce.wa.gov	**Skagit Publishing** 1215 Anderson Rd Community Room **Mt Vernon, WA 98274**
Friday June 26th, 2015	9:30am-3:00pm	HMIS 101 **This class is FULL**	Maylee Stevenson Maylee.stevenson@commerce.wa.gov	**Opportunity Council** 1111 Cornwall Avenue **Bellingham, WA**

This schedule will be updated if classes are added, changed, or become full. Please let Commerce instructors know if you would like a training class in your area.

Last updated: 06/03/2015

HMIS Training Registration Instructions & Information

Please **Email** the following information to the **Instructor** listed in the HMIS Training Schedule.
If registering for other people in your agency, please provide information for each participant separately.
Only completed requests will be processed.

1. First & Last Name
2. Email address
3. Agency
4. HMIS User Login Name (*if already issued*)

5. Training Name/Date
6. Training Location
7. Any special considerations or accommodations (if necessary)

All new HMIS users or existing users changing agencies:

Registrant must turn in a new User Agreement either before or on the day of training. If you did not receive the form prior to registration confirmation, please request one from your instructor. All HMIS Users are required to attend an initial HMIS training and retrain biannually.

Registration confirmation:

Registrant will receive email confirmation for their training date(s) within 5 business days from submission.
Please contact the instructor, or other Department of Commerce HMIS staff, if you have not received an email confirmation prior to your training date.

Do you have a laptop with HMIS installed on it? Let your instructor know if you intend on bringing it to the training. For trainings outside of Commerce's Olympia office you may be able to use it for training purposes.